



Greenwood County, SC

Job Description

FLSA: Exempt

Exemption: Executive (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).

Class Title: Chief Magistrate

Department: Magistrate

Pay Grade: 221

Revised: 7/1/15

General Description

The purpose of this class within the organization is to hear, preside and determine judgments of criminal, civil and traffic cases and ensures judgments are fair, impartial and just. Supervises duties of subordinate magistrates and clerical personnel. Chief Magistrate is appointed by Chief Justice of the S.C. Supreme Court.

Works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators, including S.C. court administration, through conferences and reports.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.

Essential Functions:

Supervises subordinate magistrates and clerical staff. Supervisory duties include instruction and maintaining standards; coordinating activities and allocating personnel. Selection of new employees; acting on employee problems and approving employee discipline, transfer, promotion and discharge as appropriate.

Assigns and reviews work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Hears, presides and determines judgments of civil, criminal and traffic cases and determines judgments that are fair, impartial and just.

Conducts bond hearings, preliminary hearings, motion hearings in addition to jury trials, pretrial hearings, rule to show cause hearings, confiscation hearings, and bench trials.

Issues arrest and search warrants; prepares and authorizes service of civil papers.

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Reviews pleadings; researches laws applicable to court cases; drafts judgments, orders and decisions in civil cases; prepares answers to appeals.

Monitors all requests for recusals county-wide.

Provides county municipalities with a Magistrate when municipal judge is unavailable.

Designates the hours of operation for Magistrate's office.

Reports to S.C. Court Administration as required.

Additional Duties:

Prepares annual budget for department.

Advises the public regarding Magistrate's Court procedures and codes of law. Schedules and conducts quarterly meetings for summary court judges. Maintains inventory of required supplies and equipment.

Conducts or assigns jury selection process.

Attends continuing education seminars and meetings as required.

Interacts and communicates with various groups and individuals such as subordinates, attorneys, defendants, victims, witnesses, jurors, court personnel, law enforcement officers, County administration and other County department personnel, and the general public.

Performs related work as assigned or mandated by S.C. Supreme Court Chief Justice and S.C. Court Administration.

Responsibilities, Requirements and Impacts

Data Responsibility:

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Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Gathers, organizes, analyzes, examines or evaluates data or information and may prescribe action based on these data or information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, promoting efficiency and coordinating the activities of all Summary Court judges (including all municipal judges) of Greenwood County and other affected persons and agencies to ensure cooperation and effective judicial service.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.


Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of a small division; handles supplies of high value or moderate amounts of money consistent with the operation of a small division.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

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Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads journals, manuals and professional publications; speaks informally to groups of co-workers, staff in other organizational agencies, general public, people in other organizations and presents training; composes original reports, training and other written materials, using proper language, punctuation, grammar and style.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.


Responsible for the actions of others, requiring development of procedures and constant decisions affecting subordinate workers, crime victims, patients, customers, clients or others in the general public; works in a very fluid environment with guidelines, but significant variation.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.



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Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is serious – affects most units in organization, and may affect citizens or loss of life and/or damage could occur and probability is likely.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and sitting excessive periods of time. Involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.


Handles or uses machines, tools, equipment or work aids involving little or no latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None.



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Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates)**.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in business, liberal arts or related field.

Requires two years of responsible legal experience OR an equivalent combination of education, training and experience.

Special Certifications and Licenses:

Summary Court Judge Certification

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

